



Ministry Partnerships Team Assistant
(Major Donor Relations)

Position Title: Ministry Partnerships Team Assistant
Reports To: VP of Donor Relations
Department: Major Donors & Foundations
Direct Reports: None

Office: Care Net HQ (VA)
Exempt/Non-Exempt: Non-Exempt
Current Staff: OPEN
Date Revised: November 5, 2025

About Care Net: Care Net is a national, non-profit organization assisting and promoting the faith-based, life-affirming work of pregnancy centers and churches across North America. For 10 straight years, Care Net has been a Certified Best Christian Workplace by the Best Christian Workplaces Institute. Compassion, hope, and help run through everything we do at Care Net. Join us in helping women and men choose life for their unborn children and abundant life for their families.

Position Focus: Reporting to the Vice President of Donor Relations, the Ministry Partnerships Assistant is a crucial member of Care Net's Major Donor & Foundations team. The focus of this position is to provide administrative support to the MD&F Team, enabling team members to focus more of their attention on donor engagement.

Core Responsibilities:

- **Manage Major Donor & Foundation Receipt letter process**
 - Upload new receipt letter to Virtuous CRM once approved by the VP of Donor Relations
 - Save receipts electronically to Account Manager folders and print for Account Manager at HQ office
 - Assign appropriate tasks to Account Managers in Virtuous CRM
 - Tie received gifts to open ASKs in the Virtuous CRM
 - *Optional:* Participate in writing messaging for monthly major donor receipt
- **Manage the process for all Major Donor & Foundations mailings**
 - Execute mailing of two annual major donor appeals, annual tax statement/annual report, a monthly devotional, and the President & CEO's bi-monthly newsletter
 - Mail-merge and print letters, order postage, coordinate the assembly team, oversee quality control, deliver to post office, work with vendor to coordinate ordering of handwritten envelopes and notes from Account Managers
 - Work with Development Operations team to upload all mailings into Virtuous
 - *Optional:* Participate in writing messaging for cover letter for devotional
- **Manages monthly Major Donor touch email process**
 - Establish email drafts in QuickMail system for each Account Manager
 - Download updated email lists from Virtuous database, format, and email Account Managers to add special messages
 - Upload completed lists with special messages to Quickmail and set up emails to go out at established time
 - Manage relationship with QuickMail
 - *Optional:* Participate in writing messaging for monthly touch emails
- **Provide Administrative Support to MD&F Team**
 - Assist VP of Ministry Partnerships with creating reports and prepping mailing lists as needed
 - Manage inventory and ordering of all collateral and stamps for MD&F Team and monitor supplies budget
 - Manage discussion items list for Bi-Weekly Team Meetings and capture notes and action items
 - Mail supplies to remote MGOs as needed/requested

- Build out and manage a well-organized folder of resources for Account Managers to use in donor meetings (toolbox)
 - Manage MD&F Standard Operating Procedures manual in Click-Up
 - Assist with Call Report documentation in database for Account Managers and follow-up emails to appropriate staff
 - Assist Account Managers in preparing and executing all the administrative details of donor events
 - Assist VP of Ministry Partnerships with preparing and executing annual Team Summit
 - Proactively seek out ways to help Account Managers, and the team as whole, to accomplish our goals.
 - Optional: Assist with donor research
- **Other**
 - Travel and participate in Care Net’s Annual Conference and other training as approved by VP of Donor Relations
 - Create an annual Leadership Development Plan detailing desired ways to grow professionally
 - Monitor team BDays and Anniversaries and make sure we celebrate properly
 - Other duties as assigned

Requirements:

Faith

- Committed Christian who demonstrates a personal relationship with Jesus Christ by keeping Christ central in their individual and corporate lives and exhibiting the fruits of the Spirit.
- Possesses a strong commitment and dedication to evangelism, the pro-life position, and the sanctity of the family.
- Agrees with and upholds Care Net’s Statement of Faith, Core Values, Mission and Vision, and Code of Conduct.

Soft Skills

- Strong interpersonal communication skills
- High emotional intelligence
- Proven ability to navigate conflict in accordance with the precepts outlined in Matthew 18
- Strong organizational, written, and oral communication skills
- Exhibits a self-starter attitude and handles tasks independently
- Highly detailed and organized...and manages time and task completion effectively
- Strong analytical and problem-solving abilities
- Ability to thrive in a sometimes fast-paced, always teamwork-driven environment
- Ability to adapt to shifting priorities and deadlines
- Energized by administrative work and supporting the success of others

Software

- Expert with Excel/Google Sheets, Word/Google Docs, and PowerPoint (*efficient with advanced functions*)
- Experience with navigating and running reports and queries in a Customer Relationship Management database (CRM) such as Salesforce, Virtuous, Raiser’s Edge, Donor Perfect, etc. If no experience, must have a strong aptitude for learning tech quickly.

Other

- Ability to travel periodically to National Conference, and training events.
- Bachelor's degree from an accredited four-year college or university preferred, or commensurate work experience

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